

**RFP CCFC 7001 Statewide Research and Evaluation Project**  
**Pre Proposal Conference Questions**  
**November 21, 2005**

1. Who organizes the Center for Results meetings/agendas?
  - A. CCFC Research staff will work with the selected contractor to organize Center for Results meetings and agendas.
  
2. Can an organization already providing services through First 5 also be the contractor or subcontractor on the evaluation?
  - A. Yes, as long as there is no conflict of interest (see #21 in the Written Questions Submittal – Revised Handout).
  
3. In reference to #3 at top of page 9, do you want description of contractor's skills, knowledge, abilities, experience and resources to complete each task listed separately by task or capabilities to complete set of tasks in aggregate? (doing indiv. by task could lead to a lot of redundancy in proposal).
  - A. No, each would not have to be listed separately (see #15 on the Written Questions Submittal – Handout and #10 below). We agree listing it multiple times would be redundant and make the proposal difficult to read.
  
4. Who is ultimately responsible for making strategic decisions about the direction for the evaluation, such as the focus for the cost-benefit study which is TBD?
  - A. Ultimately, the First 5 California Executive Director and the State Commission are responsible for all strategic decisions. Decisions and recommendations by the Center for Results will rely on the expertise of the selected contractor, State staff, Steering Committee, which will include State Commissioners, and ad hoc advisory committees.
  
5. How will difference of opinion among members of steering committee for Ctr for Results be handled.
  - A. Differences of opinion will be handled using a consensus approach similar to the "Fist to Five" method used by the Evaluation Workgroup in developing the Evaluation Framework.

6. The evaluation incorporates a diverse set of intervention and programs. Can you say more about what you would like to see regarding cost-benefit information.

A. The need for a cost-benefit study is being driven by the State Commission. Commissioners want to see the benefits of First 5 programs expressed in these terms. The cost-benefit study will not be a large scale study of all First 5 programs, but will be a more focused examination of a specific topic (such as a particular type of program), to be determined by the Center for Results.

7. What type of contract will be awarded – fixed price, time & materials, cost plus fixed fee, other?

A. Please refer to #51 in the Written Questions Submittal – Revised Handout).

8. IT System – Is the IT system currently being used to collect data proprietary? That is, if a new contractor is selected, can the new contractor continue to use the same data system? If so, do we need to plan for involvement of the IT firm or for payment to the IT firm as part of the project?

A. The current system is owned by CCFC. The selected contractor would use the data system and will work closely with the new technology contractor to coordinate activities. (see #13 in the Written Questions Submittal - Handout).

9. Do local commissions have funding to help defray costs of being involved in the statewide evaluation? Should the evaluation allocate incentives and/or stipends for the commissions?

A. Local commissions have funds to participate in evaluation so there is no need to provide incentives or stipends.

10. Are there page limits for any sections' for the proposal overall?

A. No, however a concise, clear proposal is expected. Proposals should be prepared in the least expensive method (see page 18 of the RFP).

11. Will a DVBE participate (sub) count toward the small business requirement?

A. No. You can only represent your business as DBVE **or** a small business, but not both.

12. What percent will need to be subcontracted to a small business to qualify for small business preference?

A. The percent is 25% of your net bid price. Net price is the bottom line of your budget.

13. Is the definition used for small business similar in state and federal? That is, are the criteria for determining a small business the same in the state and federal SBA?

A. No. They are different. The information on small business certification can be found on the Department of General Services web site and/or in the small business package that was provided at the pre- bid conference. For information on small business certification with the federal government you will need to contact the Federal Small Business Administration.

14. What is the extent of small counties' prior experience in doing accountability/performance measurement or evaluation results? Have small counties made use of external resources such as local universities to assist in TA on evaluation?

A. The experiences of small counties are varied. Counties have used independent evaluators, State evaluation contractor's coaches, and other resources for local evaluation.

15. Please explain the roles and responsibilities of the county "coaches". Who funds them and to whom do they report?

A. The coaches are a component of the current statewide evaluation design, and as such are funded under the current contract and are overseen by the current statewide evaluation contractor.

16. What is your vision of the technical assistance to the counties?

A. The contractor should be available to address evaluation and Framework issues and questions in a variety of different ways that could include regional workshops, help-lines, on-line support, implementation

tools, etc. depending on the need. Additionally each year there will be specific workshops to support the submittal of annual report data and information.

17. Small business, Is there a requirement for small business or is it a preference?

A. It is a preference to use a small business. You will get 5% preference on your bid. If you are a small business, or a prime contractor and you use a small business you will get a 5% preference. However, you are required to use a DVBE and that is 3% of your bid.

18. When do you get the preference for using a small business...is there an amount?

A. When you are evaluated on your cost proposal. No. See #12 above.

19. How many regions are there? How are the regions formed? What are their functions? What support is available by region?

A. There are seven regions and participation is voluntary. Regions provide support, networking, and technical assistance for similar types of counties. For more information see the First 5 Association's web-site at <http://www.f5ac.org/>.

20. What is the Contractor's role in the Center for Results as far as designing studies and conducting studies?

A. The contractor will design the longitudinal studies and other special studies in conjunction with the steering committee and possibly an advisory committee. Advisory committees will be formed to support the design of special studies and could include a range of stakeholders and subject/research experts.

21. Can we get a copy of today's Power Point presentation by the counties?

A. Yes. See posted attachment...**First 5 in 58 Counties**.

22. Can the DVBE/small business preference be pro-rated? For example, if a proposal contains one-half of the DVBE percentage required for the preference, will the firm get one-half of the preference credit?

A. No.